



NORTH LANARKSHIRE CARERS TOGETHER (NLCT)
CARER ACT INFORMATION WORKER
35 Hour Post

Job Description

Hours:	35
Salary	£21,736 - £24,201
Term	Fixed term of 12 months from commencement of contract
Responsible to:	The Management Team

Purpose of Post - To work as part of a team to provide information and signposting of services available to unpaid carers living or caring for someone in North Lanarkshire, including providing opportunities for carers to have their issues heard at a strategic planning level. The post of Carer Act Information Worker will have a key role in ensuring that information on the new duties contained within the Carers (Scotland) Act is available through a range of sources, as part of an agreed plan.

Key Areas of Activity

The post holder will be responsible for:

1. Ensuring information on all aspects of the work of the organisation is available in a variety of sources in order to sign post carers to services for themselves and the person(s) they care for.

2. Developing and producing information for carers around key aspect of the Carers (Scotland) Act 2016, as part of a partnership approach.
3. Distributing information, as part of an agreed plan through a wide range of services including statutory, voluntary and independent sectors as well as within local communities. Information will include early intervention and preventative supports for carers as well as information linked to the Carers (Scotland) Act 2016.
4. Working as part of a team to deliver a series of awareness/information events throughout North Lanarkshire to provide carers and carer supporters with information on what the Act means for them and how carers can access their enhanced rights.
5. Responding to carer enquiries via telephone calls and carer appointments.
6. Contributing to and supporting the work of the Carer Support Network.
7. Maintaining and developing good relationships with the other carer organisations in North Lanarkshire to identify areas of partnership working in relation to carer identification, information, support and engagement.
8. Provision of regular reports including statistical information relating to carers as part of attendance and involvement in carer events, meetings and consultations.
9. Creating opportunities for carer participation in all aspects of the work of the organisation and future delivery of services and supports to carers.
10. Participating in meetings and forums relating to the work of the post including supervision, staff team meetings and development sessions and undertaking training, as identified by the Management Team and/or Board to support and develop your role.
11. Planning, managing and organising the workload in line with an agreed work plan which may include occasional evening and weekend work.
12. Complying with health and safety requirements.

13. Representing the organisation in a professional manner that is appropriate to the remit of this role and promoting and implementing the aims, objectives and commitment to carers of North Lanarkshire Carers Together.
14. Undertaking any other tasks that the Board of Directors or Management Team may deem are appropriate to the role.